

## QUALIFYING PAY PERIODS AND ACCRUAL PROVISIONS

TIME BASE	PAY PERIOD	STATE SERVICE	SICK LEAVE	VACATION												
A full-time employee must work the required number of hours each pay period to receive full pay.	A full-time employee must have 11 days paid in a pay period which is equivalent to 80 hours.	A full-time employee is credited with 8 hours at the completion of each qualifying pay period.	A full-time employee is credited with 8 hours of the completion of each qualifying pay period.	Vacation is not available for use until the completion of (6) months of qualifying service, and on the first day following will receive 6 months of vacation credit according to months of state service. For each additional qualifying pay period, hours earned per month are based on months of state service as follows:												
<b>DAYS HOURS</b>																
21 168				0 - 36 months ..... 7 hours												
22 176				37 - 120 months ..... 10 hours												
				121 - 380 months ..... 12 hours												
				381 - 348 months ..... 13 hours												
				349+ - over months ..... 14 hours												
An irregular schedule employee must work the required number of hours each pay period according to their time base to receive full pay.	An irregular schedule employee must have 11 days in a pay period. The hours equivalent to 11 days are:	An irregular schedule employee accrue one month for every 160 hours accumulated. Hours are credited based on the time base of the employee.	An irregular schedule employee is pre-rated according to their time base.	An irregular schedule employee earnings are pro-rated to their time base as shown below:												
Time Base	21 Day	22 Day	Time Base	Hours	Time Base	Hours	Time Base	Hours	Time Base	7	10	11	12	13	14	15
1/8	33.6	38.2	1/5	17.6	1/5	32	1/5	1.6	1/5	1.48	2.00	2.29	2.48	2.60	2.80	3.00
2/5	67.2	70.4	2/5	35.2	2/5	64	2/5	3.2	2/5	2.80	4.00	4.49	4.80	5.20	5.60	6.00
3/5	100.8	105.6	3/5	52.8	3/5	96	3/5	4.8	3/5	4.28	6.00	6.69	7.29	7.80	8.40	9.00
4/5	134.4	140.8	4/5	70.4	4/5	128	4/5	6.4	4/5	5.60	8.00	8.80	9.60	10.40	11.20	12.00
1/10	21.0	22.0	1/10	11.0	1/10	20	1/10	1.0	1/10	0.88	1.25	1.38	1.50	1.63	1.75	1.88
1/14	42.0	44.0	1/14	22.0	1/14	40	1/14	2.0	1/14	1.75	2.50	2.75	3.00	3.25	3.50	3.75
3/10	63.0	66.0	3/10	33.0	3/10	60	3/10	3.0	3/10	2.63	3.75	4.13	4.50	4.88	5.25	5.63
1/12	84.0	88.0	1/12	44.0	1/12	80	1/12	4.0	1/12	3.50	5.00	5.50	6.00	6.50	7.00	7.50
5/8	105.6	110.0	5/8	55.0	5/8	100	5/8	5.0	5/8	4.38	6.25	6.88	7.50	8.13	8.75	9.25
2/4	126.0	132.0	3/4	66.0	3/4	120	3/4	6.0	3/4	5.25	7.50	8.25	9.00	9.75	10.50	11.25
7/8	147.6	154.0	7/8	77.0	7/8	140	7/8	7.0	7/8	6.13	8.75	9.63	10.50	11.38	12.25	13.13
1/16	16.8	17.6	1/16	8.8	1/16	112	1/16	0.8	1/16	0.76	1.00	1.18	1.28	1.38	1.48	1.58
3/10	50.4	52.8	3/10	26.4	3/10	44	3/10	2.4	3/10	2.00	3.00	3.30	3.60	3.90	4.20	4.50
7/10	117.6	123.2	7/10	61.6	7/10	110	7/10	5.6	7/10	4.96	7.00	7.76	8.40	9.10	9.80	10.50
9/10	151.2	158.4	9/10	79.2	9/10	148	9/10	7.2	9/10	6.30	9.00	9.90	10.80	11.70	12.60	13.50
19/20	159.6	167.2	19/20	83.6	19/20	152	19/20	7.6	19/20	6.65	9.50	10.45	11.40	12.35	13.30	14.25
Intermittent employees are paid hourly based on number of hours worked.	Intermittent employees qualify at the completion of 160 paid hours.	Intermittent employees accrue one month for each qualifying pay period.	Intermittent employees accrue 8 hours at the completion of each qualifying pay period.	Intermittent employees accrue the hours according to their bargaining unit completion of each qualifying pay period.	Monthly Credit Per Vacation Group											
					7	10	11	12	13	14	15	16				